



TOWN OF WOODSTOCK, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS ENGINEERING CONSULTING SERVICES ROUTE 112 SEWAGE PUMP STATION UPGRADE

The Town of Woodstock, New Hampshire, is seeking Statements of Qualifications (SOQ) for the design and permitting of an upgrade to the town's existing sewage pump station on Route 112.

Qualification statements shall be submitted by qualified firms that have a background in wastewater pump station design. Firms submitting Qualification Statements must be licensed to practice engineering in the State of New Hampshire.

Inquires

Any questions regarding this RFQ can be addressed to Ms. Judy Welch, Administrator, Town of Woodstock, New Hampshire, at (603) 745-8752, admin@woodstocknh.gov, or at the town office address below.

Scope of Services

The Town of Woodstock is seeking statements of qualifications for work associated with the upgrade of an existing sewage pump station on Route 112. Work will include pump, service, controls, and emergency generator replacement and confirmation of wetwell size and adequacy. The project is funded in part with Northern Border Regional Commission (NBRC) funds and may include additional funding resources; therefore, all federal requirements will apply to the bidding and selection of a contractor for the project.

The Scope of Services includes the following:

1. Assistance with NBRC Requirements, Reporting, and Environmental Review
2. Preliminary Engineering Design
3. Permitting and Final Design
4. Technical Specifications and Contract Documents
5. Bidding Assistance
6. Meetings and Funder Coordination

Schedule

The project start date will be determined after the notification of the award however it is anticipated to be prompt.

Qualification Statement

The Qualification Statement shall include the following:

1. Cover Letter
2. Firm Profile: A general outline of the firm, including a brief history, areas of services, places of business, and if the firm is proposing the use of sub-consultants, similar information on each additional firm
3. Project Team: Provide a description of the project team proposed to provide the services, including key personnel. Provide resumes of each key employee.

4. Firm's Related Experience: Provide a description of the experience of the firm and project team.
5. Scope of Work

Selection

The selection process will be a Qualification Based Selection. It is the Town's intent to select a consultant based on the merits of the firm's Qualifications. The SOQs will be reviewed and top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements,
- Qualifications of firm and project team members,
- Previous related work, including familiarity and in-house capability with similar projects

The Town will meet with the selected firm to negotiate fees for engineering services. If the Town is unable to reach an agreement, then the Town will entertain negotiations with the second firm.

Submission Details

Qualification Statements are due at the Town Office located at 165 Lost River Road, Post Office Box 156, N. Woodstock, New Hampshire 03262, no later than 3:00 PM on June 27, 2023. Four Hard copies and one electronic copy are required. Submissions received at the above address after this time will not be considered.

The Town reserves the right to cancel this RFQ for any reason without liability to any proponent or to waive irregularities at their own discretion. The Town reserves the right to accept or reject any and all SOQs for any reason and award contracts deemed most advantageous to the Town.

This RFQ does not commit the Town to pay any costs incurred by the engineering firms in the preparation, submission, or presentation of a SOQ.

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